

MADERA COUNTY
ELECTIONS DIVISION MANAGER

DEFINITION

Under the general direction of the Chief Assistant County Clerk-Recorder, manages the daily operations and activities of the Elections Division of the Clerk-Recorder's Office, and performs related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over clerical and support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, develops, coordinates, monitors and evaluates Elections Division operations and programs; supervises staff; prepares and conducts training of staff and poll workers; drafts, reviews and updates procedural manuals; assists in the preparation of the division budget; analyzes, manages and coordinates projects such as legal and technological changes; manages ballot production and distribution.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Legislation and laws which regulate the operations of assigned programs and activities.
Principles and operations of the Elections Division.
Principles and practices of program planning and evaluation.
Principles of record keeping, fiscal records management and personnel management.
Principles of employee supervision and training.
Principles of budgeting and financial analysis, including knowledge of governmental funding sources.
Applicable office methods and procedures.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Plan, organize, coordinate and manage program operations, development and planning functions within the Elections Division.
Supervise, train and evaluate assigned staff.

***Madera County
Elections Division Manager (Continued)***

Assist with the development and preparation of the department/division budget and control expenditures.
Understand, interpret and apply procedures, laws, rules and regulations which govern the activities and functions of the County Clerk-Recorder/Elections Division.
Communicate concisely and clearly, both orally and in writing.
Ensure proper compliance with federal, state and local guidelines, policies, goals, rules and regulations.
Develop and maintain harmonious working relationships with employees, public officials, community groups, other agencies and the general public.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

Three (3) years of increasingly responsible experience in legal process and election functions of a California county, or three (3) years experience in working in an environment requiring the familiarity with legal processes, procedures and terminology or code interpretation and enforcement, including at least two (2) years experience in a supervisory, planning or administrative capacity. (Lead supervisory and administrative experience is highly desirable.)

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: December 2004